



# JOB POSTING

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Interested candidates should send their resume via regular mail, email (*as a Word document*) or facsimile to the address or phone number shown above. The Office of the Attorney General is an Equal Opportunity Employer.

## **DEPUTY ATTORNEY GENERAL Transportation Practice Group Section**

An attorney in the Transactional Unit of the Transportation Practice Group Section manages a substantial caseload, primarily initiating condemnation cases on behalf of the State of Indiana through its agencies. Reports to the Section Chief of the Transportation Practice Group Section. The attorney is also responsible for reviewing INDOT closing documents, and giving day-to-day routine advice on highway and federal transportation procedures and on real estate law to various INDOT officials.

### **Primary subject matter of cases**

- File condemnation cases brought on behalf of the State of Indiana through its agencies. Most of the condemnation cases are on behalf of the Indiana Department of Transportation for the purpose of improving State highways.
- Prosecute the litigation of the cases through the end of the "first phase" where Objections have been met, Exceptions, if any, have been filed, and where the client receives legal possession of the property being taken.
- Handle court hearings related to first phase issues such as the strength of Objections, the timing and legality of Exceptions, etc. Also, and as needed, the Deputy Attorney General shall do preliminary discovery, and attend mediation sessions with the client.

### **Principal job duties**

- Review client documents (title reports, buyers notes, legal descriptions, plans, appraisals, etc.) for assigned cases; review and correct paralegal drafts of complaints; review and sign final complaints; follow up to ensure proper service, meet with Transportation Practice Group Section Chief and clients as needed.
- Prepare, file and argue motions contra to owners objections; prepare appropriation papers for Judge; follow up on progress in court; file exceptions in coordination with client; ensure billing and deposit of court appraisal and appraisers fees; prepare and file certificates of payment and lis pendens certifications; conduct preliminary discovery; as assigned, handle mediations; conduct a final review of case files prior to reassignment to trial Deputy Attorneys General.
- Receive and analyze clear title actions; meet with agency personnel as needed; research and prepare memoranda on title issues; prepare any appropriate pleadings (answers, responses, counter claims, etc.); demanded by facts; attend court hearings; draft and file any necessary documents; conduct a final review of case files prior to reassignment to trial Deputy Attorneys General.
- Render informal opinions and advice to INDOT officials; review and approve secured parcel packets as needed; do appropriate issue research; act as advisor to INDOT district personnel on matters involving procedures and real estate; work with INDOT legal attorneys on various legal issues; attend INDOT meetings; draft assigned contracts and agreements; review and advise as to miscellaneous suits filed by or against INDOT; act as liaison between INDOT and the Office of the Attorney General.
- Advise clients and other State officials and employees regarding issues that arise in litigation.
- Supervise work of assigned paralegal on discovery and other tasks.

- Perform related duties as assigned by the Chief of the Transportation Practice Group or INDOT's Chief Legal Counsel including, but not limited to, providing legal research, writing reports, participating in special task forces, etc.
- Perform other tasks as assigned by Section Chief.
- Travel as required or appropriate for the assigned case.
- Maintain the file of the assigned case in an organized manner.
- Direct the closing of assigned cases and case files that have reached final disposition.

#### **Qualifications**

- Licensed to practice law in Indiana.
- Knowledge of state court practice rules.
- Familiarity with real estate principles, appraisal principles and practices and property law.
- Familiarity with substantive state law of the eminent domain process, rules of evidence and trial and appellate procedures.

#### **Qualifications--continued**

- Legal research and writing skills, with emphasis on clear, persuasive legal writing.
- Capable oral advocacy in both courtroom and appellate settings.
- Ability to work with other attorneys and support staff in and out of court.
- Ability to zealously negotiate settlements or mediated resolution of cases.
- Ability to work well with clients and witnesses; sensitivity to concerns about individual liability and indemnification. Awareness of public relations and political implications of high-profile cases.
- Strong sense of ethics, awareness of potential conflicts of interest that arise in public sector, adherence in all respects to Rules of Professional Conduct and State ethics rules.
- Ability to manage caseload of 60 or more civil cases with multiple time-sensitive deadlines.
- Strong work ethic and "team playing" skills.
- Working knowledge of microsoft office computer system, a plus.